



PINTO HORSE

ASSOCIATION OF AMERICA, INC.

Position: Accounts Receivable / Customer Service
In-house position with some travel

Date Open: Immediately, position will be open until filled

Company: Pinto Horse Association of America, Inc.

Location: Bethany, Oklahoma

Work Period: M-F 8 a.m.-4:30 p.m.

Supervisor: Will report to the Pinto Horse Controller

Job Description: To maintain accurate and timely records of the Association and its members, non-members and Charters and post activity and payments to correct accounts. Some travel to Tulsa, Oklahoma in March, June and November to our Pinto Convention, Pinto World Championship Show and Pinto Color Breed Congress Show

Requirements: Excel, Microsoft Word

Other Skills: Organizational skills
Comfortable working alone or as a team
Ability to meet deadlines and manage multiple tasks at one time

Benefits: Great benefits package, health and dental insurance, Life Insurance, Simple IRA, Vacation time.
Salary to be discussed.

Contact: Dorothy Fread, HR Manager
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